Norco College

Institutional Effectiveness & Governance Council
Meeting Minutes for April 28, 2022
12:50 pm to 1:50 pm

Meeting Participants

Committee Members Present:

Dr. Greg Aycock, Ms. Gerlene Ariel Aquino, Ms. Kimberly Bell, Ms. Leona Vassale, Dr. Mark Hartley, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Tim Russell, Mr. Alex Spencer, Ms. Caitlin Welch, Ms. Dana White

Committee Members Not Present:

Dr. Greg Ferrer and Dr. Kevin Fleming

Guest(s):

Ms. Vivian Harris

Recorder:

Ms. Desiree Wagner

1. Call to Order
- Time 12: 54pm

2. Action Items

2.1 Approval of April 28th Agenda
- Motion to amend agenda to move Information Item 3.1 Review the Report of Effectiveness results for the council to Discussion Item 4.1. **(Ms. Ashlee Johnson/ Ms. Leona Vassale)**
- Approved by consensus

2.2 Approval of March 24th Meeting Minutes (Ms. Ashlee Johnson/ Dr. Tim Russell)
- Approved by consensus

3. Discussion Items

3.1 Review the Report of Effectiveness results for the Council (Ashlee/ Leona)- Moved to discussion item
- Dr. Greg Aycock presented report to committee members.
  - Suggestions on ways to improve:
    - Adopt Academic Senate procedure to submit Agenda items via a form
    - Formal request for agenda to include brief descriptions with agenda item
    - Outline appropriate items
    - Allow first and second reads
    - Prioritize activities
    - Calendar Reports

3.2   Academic Discipline to Department Process

4.1.a.   Current Process

- Process belongs to Academic Senate
- Past process not included in current SPGM
- Revision date – suggesting that this existed previously

4.1.b.   New Department Request form

- Send current process and proposed "draft form" to the Academic Senate for revision with the following recommendations:

  - Include veteran members to incorporate past processes
  - Restructuring to include changes to department
  - Movement between departments
  - Include Schools
  - Include creating new department/discipline (in consultation with ACC)

3.3   Redefined Scheduling – [SPGM pg.3](#)

4.2.a. To schedule all councils to meet during College Hour allowing for greater stakeholder participation, while reducing total hours spent in meetings.

- Decreased participation and ability to contribute
- Co-Chairs not informed and missing "All Council" presentations
- Decisions are being made at executive cabinet level and not being made with in the Strategic and shared governance structure
- Dissemination of information; especially when it comes to capital outlay projects, budget allocation information and space utilization considerations.

4.2.b. College Council will meet during College Hour (2nd Thursday proposed).

4.2.c. All four leadership councils will meet on the same day (4th Thursday proposed), helping to diffuse decision-making, increase governance participation, and expedite processes.

4.   Future Agenda Topics

4.1   Revision of Charter Template

4.2   Workgroups update

4.3   Charter Approval- Marketing and Professional Development Coordination Network

4.4   Remote vs in-person for Fall 2022 term to increase attendance

5.   Adjournment

- Time 1:50 pm

Next Meeting

Date: May 26, 2022
Time: 12:50pm to 1:50pm

IEGC Purpose

The Institutional Effectiveness & Governance Council (IEGC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to mission, academic quality, institutional effectiveness, institutional integrity, leadership, and governance. The IEGC provides leadership and retains responsibility for ACCJC Standards I and IV, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned Educational Master Plan objectives. The IEGC makes recommendations to the College Council, Academic Senate and the Vice President of Planning & Development.

NEW DEPARTMENT REQUEST FORM

Statement Request (Please provide a one to two sentence statement of your request.)

Purpose of the request

(i.e. what problem are we trying to solve? how does this request support the College's mission? how does this benefit students? what program reviews or other data/discussions support this request?)

Institutional/Programmatic Impact

STRUCTURAL CONSIDERATIONS:

COUNCIL/COMMITTEE MEMBERSHIP:

STAFFING SUPPORT:

OTHER CONSIDERATIONS:

Budgetary Impact

CURRENT DEPARTMENT CHAIR COSTS

- Total Chair Reassigned FTEF:
- Total Chair FAL/SPR Stipend:
- Total Chair SUM/WIN Stipend:
- Total Faculty Headcount
  (used to determine stipend)

ADJUSTED DEPARTMENT CHAIR COSTS (ESTIMATED)

CURRENT DEPARTMENT (after new department is subtracted)

- Total Chair Reassigned FTEF:
- Total Chair FAL/SPR Stipend:
- Total Chair SUM/WIN Stipend:
- Total Faculty Headcount
  (used to determine stipend)

NEW DEPARTMENT (after new department is subtracted)

- Total Chair Reassigned FTEF:
- Total Chair FAL/SPR Stipend:
- Total Chair SUM/WIN Stipend:
- Total Faculty Headcount
  (used to determine stipend)

ADDITIONAL BUDGET CONSIDERATIONS

Summary of approval process (add meeting dates)

DISCIPLINE:_____DEPARTMENT:_____ACADEMIC PLANNING CHAIRS:_____

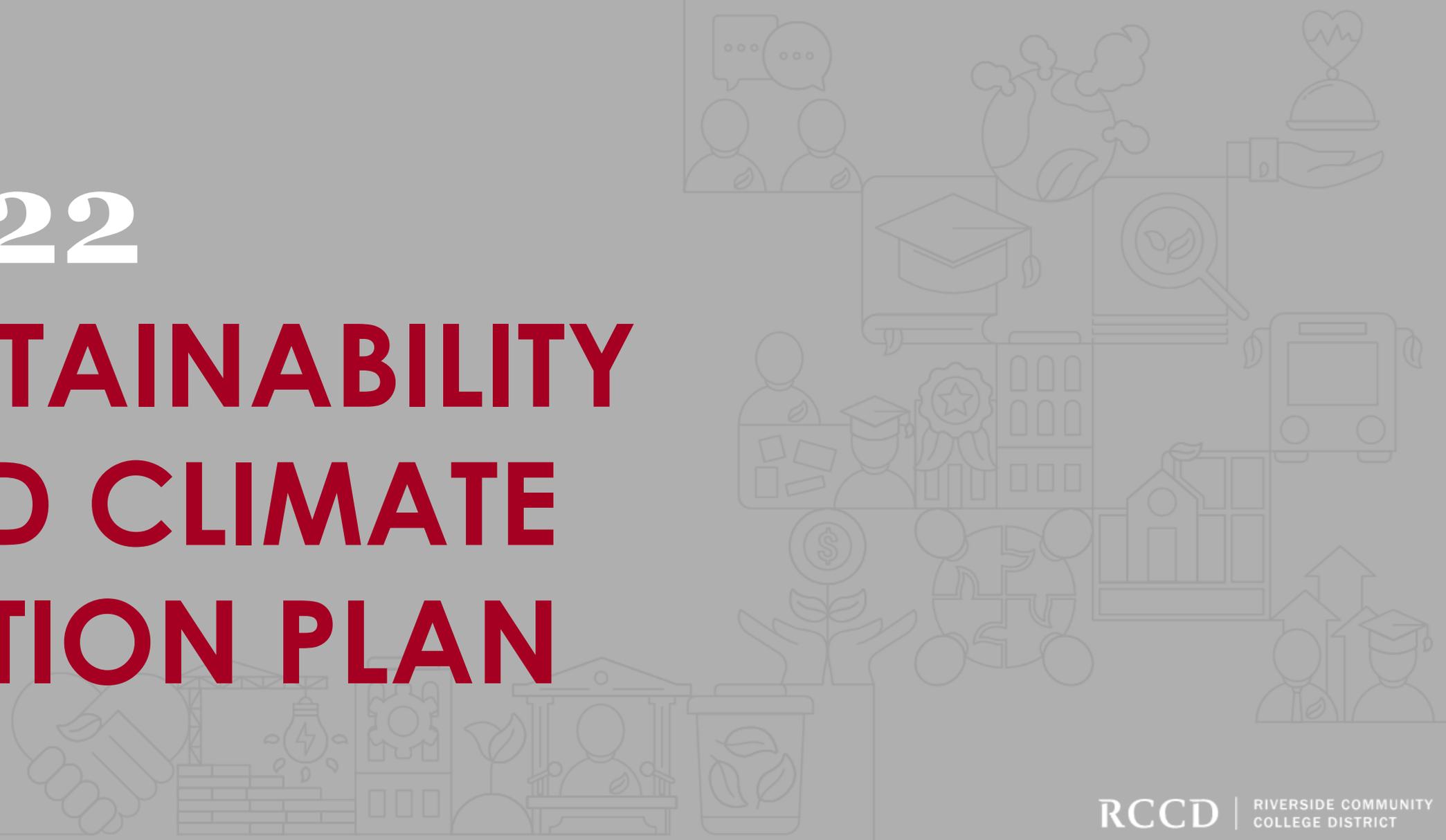ACADEMIC COUNCIL:_____ACADEMIC SENATE:_____COLLEGE COUNCIL:_____

Feedback Collected

Please include any additional information not addressed above that should be considered for this proposal.

APPROVED: ☐ DATE:_____   DENIED:☐   DATE:_____
COMMENTS:_____

2022
SUSTAINABILITY AND CLIMATE ACTION PLAN

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

Scope and Deliverables

SCAP

IEMP

TCO

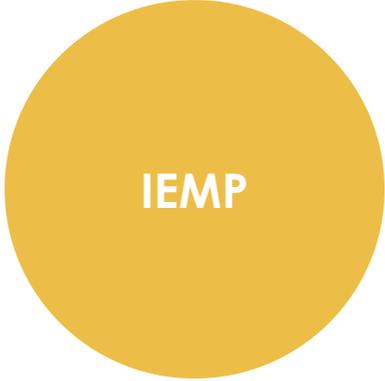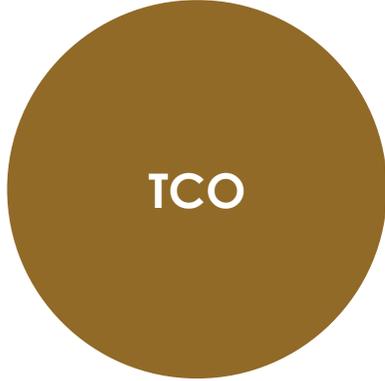**STARS**

Sustainability and Climate Action Plan

Establish an implementable roadmap towards holistic sustainability goals which sets RCCD up as a leader in addressing Environmental Stewardship and Climate Change.

Integrated Energy Master Plan

Establish an implementable roadmap towards Carbon Neutrality at each campus.

Total Cost of Ownership Model

Develop a framework for cost-effective decision-making that identifies human and capital resources needed to address goals of the SCAP and IEMP.

AASHE Stars Report

Establish a roadmap toward peer group recognition of your sustainability efforts. AASHE Stars is a third-party reporting framework connecting sustainability in the built environment and academics.

Our Project Schedule

Project Complete
May 31, 2023

2021   2022

	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
TASKS		TASK 1: Project Initiation			TASK 2: Research and Analysis				TASK 3: Implementation Phase				TASK 4: Verification and Monitoring
SCAP		Project Initiation			VALUES and Vision		Prioritization and Goals			Action Plan and Implementation		Final Plan	
IEMP				Campus Building Profiles	Energy Audits	Recommend ECMs			ECMs Finalized	Dashboard	Draft Plan	Final Plan	Final Approvals
TCO				Identify Assets	Classify Assets	Decision Criteria	Funding Analysis		Costing Assets	Asset Decisions		Comprehe-sive Asset Plan	Final Approvals
STARS													
Committee Workshop		Kick-Off Meeting		VALUES	Listening / Deep-Dives	Baselines		Goal Setting		Action Plan	Draft Plan	Final Plan	Final Approvals
Campus Work		President's Kick-off		VALUES	Open Houses	Campus Updates	-	-	College Action Plan		Draft Plan		Final Approvals
Deliverable Due													

We are here.

Project Updates

AASHE Membership!

Dashboard Mania

SCE
SOCAL GAS
FPPS

Partnerships

Our Planning Framework

OUR PLANNING FRAMEWORK: Organizing the VALUES (Our Why)
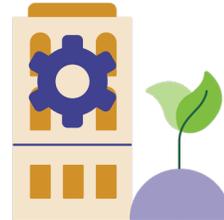
Included

Includes the creation of goals and metrics within the S-CAP
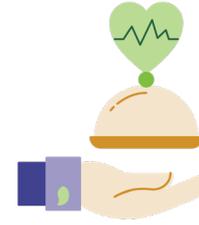
Decarbonization and Climate Justice

Waste / Procurement

Eco-systems / Water

Health and Well-being

Resiliency

Influenced

Would be included in an update with a sustainability lens / new plan

Academics

Engagement

Trust and Transparency

Reinforced

Planning and metrics already exist in other plans

Community Partnerships

Equity and Social Justice

VALUES AND OTHER FRAMEWORKS

	Your Top VALUES	CCCCO	Innovation and Leadership (ALL) / AASHE Stars
			Innovation and Leadership (ALL)
			AASHE Stars
	Decarbonization, Energy Use, and Climate Justice	**Operations**	**Operations**
	Waste / Procurement		
	Water Eco-systems	Gap	Gap
	Health and Well-being		
	Resiliency		
	Academics	Academics	Academic and Curriculum
	Engagement	Engagement	Engagement
	Community Partnerships		
	Trust and Transparency	Planning and Administration	Planning and Administration
	Equity and Social Justice		

Impact Area

IMPACT AREAS *are the top VALUES as created collectively by the District and Colleges.*
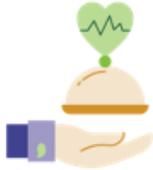
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ACTIONS are the initiatives that it will take to get meet your goal / outcome

Actions (per objective)

By District
By College

Impact Area

Goal or Desired Outcome

Objectives

Measures

Metrics

Milestones

Five Dimensions of Resiliency

IMPACT AREAS are the top VALUES as created collectively by the District and Colleges.

GOALS AND OUTCOMES establish aspirational thinking that the District and Colleges will work toward. These were established by cross-referencing System and Stars frameworks with Impact Areas.

OBJECTIVES outline measurable actions were established by from District and Campus engagement, System mandates, and HiEd best practices.

MEASURES align with the objectives to manage what success will look.

METRICS outline how the objective will be measured based on the data available or data required.

MILESTONES represent the timeline associated with each objective. These outline short-, mid-, and long-term strategies.

RESILIENCY overlays risk-management and the five dimensions of resiliency (Ecosystem, Financial, Human Health, Infrastructure, Social) into each Impact Area

Let's Dive In!

Discuss Impact Areas

OUR PLANNING FRAMEWORK: Organizing the VALUES (Our Why)

Included
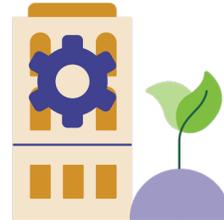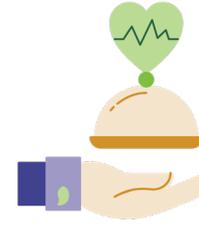*Includes the creation of goals and metrics within the S-CAP*

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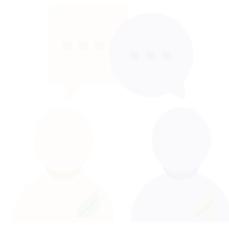
Engagement

Trust and Transparency

Community Partnerships

Equity and Social Justice

Waste

Goal: Achieve zero waste to landfill by 2025.

Objectives, and Bold Steps

Recyclables and Waste Minimization

Increase diversion rates for non-construction waste.
Reduce the total weight of non-construction waste.

BOLD STEPS: Conduct Waste Categorization Assessment;
Conduct total material consumption benchmark

Construction Waste

Increase construction waste diversion rate from landfill.

BOLD STEPS: Set stricter requirements for contractors that align with the District's sustainability goals

Organic Waste

Increase diversion of dining and landscape wastes from landfill.

BOLD STEPS: Establish an organic waste diversion program in primary dining location

Hazardous Waste and E-Waste

Create programs and systems for hazardous and e-waste.

BOLD STEPS: Benchmark programs that dispose of all hazardous, universal, and non-regulated chemical waste

Durable Goods

Increase opportunities to share and donate durable goods.

BOLD STEPS: Establish a comprehensive durable goods sharing/donation program

Waste

Goal: Achieve zero waste to landfill by 2025.

Procurement

Objectives, and Bold Steps

Increase sustainable purchasing.

BOLD STEP: Work with procurement to inventory the districts and each colleges 'environmentally preferable purchases for highly used items in alignment with State procurement best practices.

Eco-Systems and Water

Goal: Substantially increase water-use efficiency.

Goal: Improve stormwater quality.

Objectives, and Bold Steps

Objectives, and Bold Steps

Decrease water-use (potable and non-potable water)

BOLD STEP: Through sub-metering and other irrigation control systems, identify water usage for each building and landscape irrigation systems of 2,500 sf or greater.

Prevent stormwater pollution and raise awareness.

BOLD STEP: Adopt the CCC Model Stormwater Management Program, meeting Minimum Control Measures (MCMs)

- *MCM 01: Education and Outreach on Storm Water Issues*
- *MCM 02: Campus Community Involvement and Participation*
- *MCM 03: Illicit Discharge Detection and Elimination*
- *MCM 04: Construction Site Storm Water Runoff Control*
- *MCM 05: Post Construction Storm Water Management in New Development and Development*
- *MCM 06: Pollution Prevention and Good Housekeeping for Facilities Maintenance and Operation*

Eco-Systems and Water

Goal: Enhance biodiversity through Land Management

Objectives, and Bold Steps

Practice ecological landscape management.

Rewild undeveloped areas

BOLD STEP: Develop an Integrated Pest Management Program
BOLD STEP: Perform a biodiversity survey

Health and Well-being

Goal: Create a culture of health and well-being for Riverside Community College District.

Objectives, and Bold Steps

Employee Programs

Provide comprehensive employee wellness initiatives and education encompassing physical, mental and spiritual health.

BOLD STEP: Create employee satisfaction survey based on a selected framework on health and well-being for employees.

Student Programs

Provide comprehensive student wellness programs and education encompassing physical, mental and spiritual health.

BOLD STEPS: Create student health and well-being satisfaction survey based on existing health and well-being frameworks.

Physical Space

Increase the amount of indoor and outdoor space available to the RCCD community dedicated to supporting wellness.

- **Campus community gardens**
- **Improved outdoor spaces for physical activity including walking trails.**
- **Improved outdoor spaces for education or breaks.**
- **Continuous monitoring of Indoor/ Outdoor Environmental Quality at each college to better understand air quality, acoustic comfort, traffic impact, weather, etc.**
- **Healthy Campus Framework**

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Academics

Goal: Increase sustainability literacy on campus and community.

In alignment with future planning, partnership with Faculty Senate and Academic Leaders

Courses

Increase availability of academic courses on or related to sustainability.

BOLD STEP: Conduct an inventory to identify sustainability course offerings

Learning Outcomes

Increase the percentage of students who take a course with a sustainability learning outcome.

BOLD STEP: Conduct an inventory to identify sustainability learning outcomes and how many students are enrolled within these courses

Campus as a Living Lab

Implement Opportunities to use the Campuses as Living Labs.

BOLD STEP: Create college task forces to brainstorm, plan, and implement short-term solutions for using the campus as a teaching tool

Degree Programs

Offer degree programs focused on sustainability. (AA, AS)

BOLD STEP: Form a working group for curriculum development across disciplines and course articulation with University partner institutions

Engagement

Goal: Expand the RCCD community's knowledge of sustainability to be inclusive of social, economic, and environmental factors while promoting resource conservation and socially just behaviors.

In alignment with future planning for community and campus outreach

Campus Outreach

Increase the number of opportunities for campus stakeholders to be exposed to sustainability

BOLD STEP: Set up campus sustainability websites

Increase Sustainability Literacy for Campus Users

BOLD STEP: Conduct a Sustainability Literacy Assessment per AASHE Stars guidelines

Community Outreach

Establish opportunities for RCCD to collaborate in the community

BOLD STEP: Establish a formal campus/district/community partnership to advance sustainability

Thanks, Questions?

Norco College Procedure for the Restructure of an Academic Department

Academic departments may request to restructure to better fulfill the mission of the college. None of the resulting departments after restructuring can have fewer full-time faculty than the smallest academic department already in existence. For a department to restructure, a majority of the full-time faculty of the departments affected must vote in favor of doing so, as demonstrated in the minutes of a department meeting. Opportunities for input will be afforded to part-time faculty in the affected departments. The departmental vote will be reflected in the Annual Program Reviews of the affected departments. The Academic Planning Council, Norco Academic Senate, Institutional Strategic Planning Council, and Committee of the Whole must approve the departmental restructure before going to the Vice-President of Academic Affairs for final decision.

Approved Academic Senate 3.7.16

Q 1: Which governance entity are you evaluating today using this survey?

Institutional Effectiveness and Governance Council - 9

Q 2: Please rate your level of agreement with the following statements for the governance entity selected above:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Agenda and minutes are provided far enough in advance of meetings	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Agenda items are completed within the meeting time	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9
Members are given adequate information to make informed recommendations or decisions	22.22% 2	33.33% 3	44.44% 4	0.00% 0	0.00% 0	9
All members are encouraged to be actively involved	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	9
Discussions are collegial	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Differing opinions are respected	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Participation is meaningful and important to me	44.44% 4	55.56% 5	0.00% 0	0.00% 0	0.00% 0	9
I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings	33.33% 3	44.44% 4	22.22% 2	0.00% 0	0.00% 0	9

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
The charge is understood by the members	22.22% 2	66.67% 6	0.00% 0	11.11% 1	0.00% 0	9
Members work toward fulfilling the charge	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9
The work of this governance entity has made an impact on its assigned EMP Goals or KPIs	11.11% 1	66.67% 6	11.11% 1	0.00% 0	11.11% 1	9
The purpose of the governance entity aligns well with the college mission	44.44% 4	55.56% 5	0.00% 0	0.00% 0	0.00% 0	9
Overall I am satisfied with this governance entity's performance	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9

Q 3: Is there something that you would recommend to help the committee function more effectively?

It seems like there are times where we focus on the "rules" (Robert's Rules of Order) more than the content/charge. I recognize that having some type of formalized procedure process is important, and we are "getting to the meat" on many topics/issues. However, there have been a handful of times the conversation devolved into, "is this the right process/are we on the correct agenda item, does someone need to motion before we can discuss that?" I, again, appreciate the formal process, and maybe and just not a huge fan of Robert's Rules. Also, I do believe there are some areas where we need more training, before addressing a particular agenda item. But we have recognized the need for additional training and will be providing/developing these trainings.

Clarify the long-term direction and purview of the group. Prioritize activities and agenda items to maximize group effectiveness. Allow more time to consider actions and obtain constituent feedback before voting on strategic changes. Send a call for agenda items to members. Include a standing update on status and progress towards goals and deliverables at meetings. Develop a timeline including milestones. Include more details on actions and voting items sent for consideration in preparation of meetings.

Sometimes more clarity and explanation can go a long way for those who aren't as familiar with the formality of councils. People tend to stay quiet when they aren't sure about the structure and correct way to address something.

Workgroups were slow to get moving this year. Needs to be a stronger commitment from members to advance our work outside of meetings.